



Finance Department
Peter L. Gray, City Controller
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Date: 2 August 2016

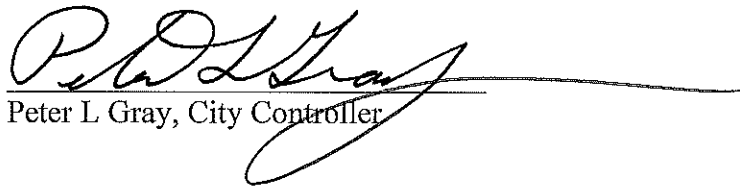
To: President, Board of Public Works & Safety

RE: Mileage Reimbursement

Pursuant to Section 31.00 of the West Lafayette Personnel Manual, the Board of Public Works and Safety fixes the mileage reimbursement rate for use of personal vehicles for official business travel.

I request the City of West Lafayette adopt the reimbursement guidelines of the Internal Revenue Service on an ongoing basis, becoming effective when passed by this Board.

Respectfully submitted by,

A handwritten signature in black ink, which appears to read "Peter L. Gray", is written over a horizontal line. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Peter L. Gray, City Controller